

# **Grants -Application Format**

*Proposals must be received by October 1, 2008*

**The Committee will need the following information about your project.**

## **A. Cover Sheet**

Every application must include a Cover Sheet.

## **B. Project Description**

All applicants must also submit a full project description which addresses the following points.

1. A statement of the problem that the project will address.
2. Brief summary of what, if anything, others have already done in this area.
3. A statement of the objective of the project. How will you measure its success?
4. A summary/description of the project.
5. The estimated schedule for the project. Discuss what steps will be taken at specific points during the project period.
6. A proposed budget, including: (1) the organization's total budget, (2) the project's total budget, (3) the amount of funds requested, and (4) additional funding sources and fundraising strategies for the organization and the project, if any. Indicate the specific purpose for which you are requesting funds and your priorities in the event that the Section awards your organization less than the full amount requested.
7. The extent to which the project meets the selection criteria outlined in the Grant Committee's Selection Criteria and Priorities.
8. Optional: You may send us supplemental material that you think is crucial to your application, such as letter of endorsements and newspaper articles regarding the project.

Please be aware that in the event you are awarded a grant, you must permit the Committee upon request to audit your use of the grant amounts. Such audit may include report, with supporting documentation, detailing the use of grant funds.